

IMPORTANT COMMANDS

- All commands using Ctrl or an Alt with another key should be pushed simultaneously.

BRIO:

- **ALT-END** will stop the query you were processing to your machine and disconnect you from BRIO. You will then have to reconnect to the system to run another query.

Note: The query will still be processing at the Financial Data Warehouse (FDW). Running large queries and ending them can cause problems for all users. You can end up slowing down the whole system. If you do accidentally run a huge query call the BEST team who will get it removed from the system but only if you have access to all of APHIS' Financial Data. If you only have access to one program code or Organization then your queries will not slow down the system.

- **Delete Key** - removes items in a report, query or in the results section.

FFIS:

Important Action Codes (typed into the Action Field)

- **N** - Next which moves you to another table.
- **S** - Scan which allows you to access a record in a inquiry table by using the specific keys for the table you are in. Way to find a specific record.
- **R** - Refill shows you the next sequential record in a inquiry table.
- **E** - Exit from a table
- **L** - Leaf from one record on a table to the same record on another table and can be used from a table to a document.
- **B** - Back from a leaf. The way to return to a previous table after using the leaf option.

Other Commands:

- **BYE** - is what you type once you have exited out of the FFIS logon screen. Type BYE on the Blank Screen. It is the only way to leave without messing up your ID in the system.
- **Home Key** - is used when you want to return the Action Field or the top left corner field on the screen.
- **CTRL-P** allows you to print screen. There is a icon if you prefer using your mouse. The icon looks like a miniature printer with a screen in the background.

Document Commands:

Important Document commands (typed in the Command Field):

- **N ###** - is the Next command with a three digit line number. Next will allow you to go directly to the desired line number in a document.
- **E** - Edits the document you are working in but doesn't put the document into Accept status just Scheduled.
- **F** - Exits you from the document and returns you to a table.
- **R** - Runs the document against existing edits to next status.
- **NEW** - Creates a new document to data enter.
- **P XXXX** - Pauses you from a document and permits you to look into a table. The XXXX is the name of the table you are pausing to.
- **IL** - Inserts a line. If you edit then just pressing enter will not give you another line. You must do an Insert Line. You must put your cursor at the bottom of the line before the insertion point.
- **DL** - Deletes a line. You must put your cursor below the line number to delete a line.
- **DISCARD** - Allows you to leave a document without making any changes. This is especially helpful when FFIS burps and you loose the rejected information off a document in SUSF.
- **HD** - Held puts the document in a "held" status on SUSF which keeps your document from being processed.
- **TD** - Top Document takes you to the header of the document.
- **ED** - End of Document takes you to the end of the document.